

# The ABORM Candidate Handbook and Application Form

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## **NON-DISCRIMINATION POLICY**

The ABORM does not discriminate on the basis of race, color, age, gender, sexual orientation, political or religious beliefs, handicap, marital status, or national origin.

# **American Board of Oriental Reproductive Medicine**

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## **ABOUT THIS HANDBOOK**

This handbook serves as the principal source of information for those applying for certification in Oriental Reproductive Medicine. This handbook provides information needed about ABORM's eligibility requirements, application procedures and fees, examination registration, examination content and scoring, certification, as well as professional ethics and disciplinary policies and procedures. Applicants also need to periodically check our website ([www.aborm.org](http://www.aborm.org)) for any changes to ABORM's policies, requirements, or forms made after this handbook was published.

**Although ABORM gives candidates as much advance notice as possible when policies or procedures change; it is ALWAYS YOUR RESPONSIBILITY to make sure that you are fully informed about the current rules for certification.** You should also consult the website ([www.aborm.org](http://www.aborm.org)) to learn about application and examination registration deadlines and any modifications that may be made in eligibility requirements, examination administration, examination content, or other policies. If you are unsure about a policy or procedure, contact ABORM by e-mail at [info@aborm.org](mailto:info@aborm.org).

**If you do not submit a current application form, or if you apply under outdated policies, ABORM cannot process your application. Your application will be returned to you and you will be required to reapply.**

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### **ABOUT THE ABORM**

Founded in 2006, the American Board of Oriental Reproductive Medicine (ABORM) has been established to standardize the field of certification in Oriental Reproductive Medicine. The Governing Board is composed of Specialists in the field of Oriental Reproductive Medicine who are elected by the ABORM members for two-year terms. The mission of the ABORM is to establish, assess, and promote recognized standards of competence and safety in Oriental reproductive medicine for the protection and benefit of the public.

### **BENEFITS OF ABORM CERTIFICATION**

Earning certification from the American Board of Oriental Reproductive Medicine (ABORM) represents a significant professional achievement. ABORM certification makes an important statement about professional competency that is recognized by regulatory bodies, the profession, and the public. ABORM certification is valid for the duration of your valid acupuncture licensure.

To retain your lifetime certification, you must submit and document professional development activity in the amount of 20 ABORM-approved CEUs in the subject of Reproductive Medicine (either TCM or Western) every 2 years and maintain your biannual recertification dues. For a list of ABORM-approved CEU's, please go to: <http://www.aborm.org/certification/CEU.html>.

Western Reproductive Medicine CME's received through attendance at either the American Society for Reproductive Medicine (ASRM) annual meeting, or the Pacific Coast Reproductive Society (PCRS) annual meeting will also qualify to meet the ABORM recertification requirements.

### **ABORM certification provides important benefits and privileges. ABORM certification allows you to:**

- ◆ Describe yourself as “certified in Oriental reproductive medicine” and, according to the credential earned, use the title: **FABORM (Fellow of the ABORM)**.
- ◆ Be listed in ABORM’s *Directory of Certified Practitioners*, which is published on our website ([www.aborm.org](http://www.aborm.org)), and which is recognized as a valuable resource to find Board Certified Oriental reproductive medicine practitioners;
- ◆ Receive a subscription to the ABORM newsletter and the e-newsletters;
- ◆ Qualify for reduced fees for applicable ABORM services;
- ◆ Be considered as an advisory member to the ABORM board;
- ◆ Be considered to serve on ABORM standing committees.

## UNDERSTANDING THE APPLICATION PROCESS

### UNDERSTANDING DEADLINES

Your completed application form, application fee(s), and all supporting documents must be postmarked by the **application deadline**. Submission of an application by the application deadline does not automatically guarantee your eligibility to take an examination. You must meet all eligibility criteria to sit for an examination. Applicants are solely responsible for ensuring that ABORM receives all required documentation and fees by the applicable deadlines.

### PROCESSING TIMES

In addition to deadlines, applicants must also understand the period of time that ABORM takes to review applications and provide examination results. Because the ABORM serves a considerable population of applicants, it cannot process all requests immediately. To help you plan carefully in advance of any applicable deadlines, please note the approximate timelines listed below. **These guidelines are only approximations; actual processing time may vary significantly in individual cases.**

APPLICATION PACKET REQUEST	<b>5 business days</b> from receipt of request
APPLICATION REVIEW	<b>6-8 weeks</b> from receipt of <b>completed</b> application (which includes supporting documents and fees).
EXAMINATION RESULTS	<b>30 business days</b> from close of the examination window. Although, results are mailed First-Class, please allow an additional week to receive your results.
CERTIFICATION	<b>4-6 weeks</b> from date <i>all</i> documentation and examination requirements are fulfilled. You will receive a letter specifying the actual date of certification and your certificate number.
CERTIFICATE PREPARATION AND DELIVERY	<b>6-7 weeks</b> from date of certification you will receive your certificate.
STATUS REPORT	<b>7-10 business days</b> from receipt of request.

### CONFIDENTIALITY

The ABORM respects the privacy of all applicants. All materials submitted or received in connection with applications and all test scores are held in confidence, except upon permission for disclosure from the applicant, or except as required by law. Information about an applicant's certification status is also provided in accordance with the ABORM Information Disclosure Policy. Individuals may make written requests to ABORM for a copy of their application; however, ABORM will not release memoranda, correspondence, or other documents unless required to do so by law. There is a charge for this service (please consult Fee Schedule on page 8).

**The signature of an applicant on the application for ABORM certification authorizes ABORM to obtain additional information, if necessary, from third parties, to establish eligibility for certification.**

### **INFORMATION DISCLOSURE POLICY**

The ABORM will publicly release, in printed materials, on its website, or in response to specific requests, only the following information about its certified licensees:

- ◆ Name
- ◆ Most recent address and telephone number provided to ABORM by the applicant
- ◆ Type of certification and date awarded

Applicants may choose **not** to have their addresses and telephone numbers disclosed; however, such requests must be made in writing, and sent to ABORM. Applicants are obligated to notify the ABORM of any changes to their information as listed on the ABORM website or provided to the public as soon as they have knowledge of any such changes. The ABORM only posts contact information provided by Applicants and will not be liable or responsible for incorrect information. In cases where final disciplinary action has been imposed, ABORM procedures for upholding professional conduct require that a summary of the determination and the sanction with the Applicant's name be published in the ABORM newsletter and on its website.

In addition to disclosures required by law, ABORM reserves the right to disclose final disciplinary actions, including but not limited to any state licensing or regulatory agency, persons inquiring about the status of an individual's certification, employers, insurers, and the general public.

### **AGENT DESIGNATION FORM**

Individuals who wish to have another person make inquiries on their behalf must submit an *Agent Designation Form* available online at [www.aborm.org](http://www.aborm.org). The *Agent Designation Form* must be signed in the presence of a notary. Forms received without notarization will not be accepted. For security reasons, before any information is released over the phone, the caller will be asked for identifying information. For example, you or your agent may be asked to provide your date of birth or the name of the school that you attended. This security feature helps ABORM protect your personal information from being inappropriately released.

### **CHECKING APPLICATION STATUS**

The *Acknowledgement Form* that you attached to a self-addressed, stamped envelope and submitted with your application will be returned to you approximately two weeks after your application arrives in ABORM's office. This card will contain your ABORM identification number. Use that number to check your application status with ABORM.

An eligibility manager must review all documents, so there will be a processing delay in entering this information into the database. Please allow reasonable time for documents to be processed and reviewed. Although every effort is made to ensure the accuracy of the information, each candidate must rely on the official notification(s) (via United States mail) as to whether she or he has passed the examination.

**Before you submit an application for certification in Oriental Reproductive Medicine, you must make sure that you meet the criteria for eligibility for your desired certification. In addition, you must be sure that you have gathered all the required documentation before applying.**

#### **HEALTH AND LEGAL STATUS INFORMATION FOR ALL APPLICANTS**

The ABORM seeks to protect the public interest by maintaining the highest ethical and competency standards. All applicants for certification must be free from disciplinary action at the time they submit an application. “Free from disciplinary action” means:

- (a) not currently on probation or parole for a criminal conviction that is substantially related to the practice of acupuncture or Oriental medicine or that indicates an inability to engage in the safe and competent practice of acupuncture or Oriental medicine;*
- (b) not having been finally judged liable in a judicial or administrative proceeding based on allegations relating to professional competence or conduct; or*
- (c) not currently facing a limitation, suspension, or revocation of a license to practice in any United States state or jurisdiction, or action based on a violation of a federal or state law or regulation that relates to the practice of acupuncture or Oriental medicine.*

The application form contains several questions about your current health, legal status and history including, **but not limited to**, whether you were ever dependent on drugs or alcohol, were ever involved in litigation related to the practice of a healthcare profession, or were ever disciplined by a state licensing board. You are required to respond to all questions truthfully and completely and provide additional information if necessary. All records maintained by ABORM are confidential and will only be released at the written request of Applicant or as required by law. Prior legal or health status issues do not necessarily disqualify you from obtaining ABORM certification. If the circumstances do not appear to compromise your ability to practice, your application will move forward in the review process. In cases where a determination cannot be made by ABORM staff, your application will be forwarded to the Professional Ethics and Disciplinary Committee (PEDC) for review.

#### **AUTHENTICITY AND ADEQUACY OF DOCUMENTATION**

The ABORM will verify the authenticity of all documents, including non-United States or translated educational documents, before determining your eligibility to test. This verification process adds time to the application review period. You are encouraged to apply well in advance of the application deadline for the examination if you are using documentation from outside the United States or documentation that is translated from another language. **Submission of an application by the deadline does not automatically guarantee your eligibility to take an examination on any particular test date.**

The following guidelines apply to all documents submitted as part of the certification application:

1. All documentation must contain your name exactly as it appears on your application and a numeric identifier. Examples of numeric identifiers include date of birth, social security number, alien registration number, or passport number. You must provide documentation of any previous names used (e.g., maiden name).

2. Supporting documents that do not contain your name exactly as it appears on your application, will not be matched with your application. The ABORM will not recognize any variation from the name on your application without evidence of a legal name change (i.e., you must provide copies of court documents showing proof of a legal name change).
3. Your name should be written using the following format: First Name followed by Last Name (Family name or surname), for example, "Jane Smith." If you wish to use the reverse order - Last Name (Family name or surname) followed by First Name - you must separate the two words with a comma, for example, "Smith, Jane."
4. All supporting documents must have been created in English **or** be accompanied by an official, literal English translation.
5. Documents submitted as part of your application will be retained in ABORM's files and will not be returned. Do not send irreplaceable originals of certificates, diplomas, or other documents. In such cases, certified or notarized photocopies of these documents will be accepted.
6. **Accuracy is essential.** Falsification, misrepresentation, or omission of any material fact required on the application or during the certification process are grounds for denial or revocation of certification.
7. If your name changes, you must notify ABORM in writing. Submit your notification of a name change along with the appropriate supporting documentation (e.g., marriage certificate, divorce decree, court documents showing a legal name change).

#### **INSUFFICIENT DOCUMENTATION NOTIFICATION**

Applicants are solely responsible for ensuring that ABORM receives all required documentation by the application deadline. **The ABORM is not responsible for lost, undelivered, or misdelivered documents.** Therefore, we recommend that you use a traceable form of delivery such as return receipt, Express Mail, First-Class Mail or Priority Mail with delivery or signature confirmation, or a private delivery service such as Federal Express or UPS. If your application is incomplete, ABORM will issue an *Items Required Letter* (IRL) informing you of any documentation that is needed to complete your application. If all application materials (including correct and complete application form(s) and supporting documents) are not submitted by the application deadline, your application will be processed for the next examination administration. The ABORM is not responsible for lost, undelivered, or misdelivered documents.

#### **APPLICATION VALID FOR DURATION ONE YEAR**

Your application is valid for one year from the date it was received by ABORM. After one year, if you still have not obtained certification, you must submit a new application and be subject to all certification and fee requirements in place at that time.

#### **WITHDRAWING AN APPLICATION**

You may withdraw your application at any point by submitting a written request to ABORM. **However; application fees are not refundable.** Applicants who have withdrawn their applications and wish to apply for certification must submit a new application and be subject to all certification and fee (application and examination) requirements in place at that time.

**DOCUMENTATION RECEIVED BEFORE APPLICATIONS ARE FILED**

The ABORM holds all properly identified documentation that arrives on your behalf before your actual application form and payment is received. Such documents received prior to the receipt of your actual application will only be held for three months. Properly identified documents will contain your name exactly as it appears on your application and a numeric identifier (e.g., social security number, date of birth).

**NOTARIZATION OF APPLICATION**

When you apply for certification, you must sign your application in the presence of a notary. In addition, ABORM requires certain supporting documents to be originals or notarized as certified and true copies.

**ACCOMMODATIONS UNDER THE AMERICANS WITH DISABILITIES ACT (ADA)**

The ABORM complies with the Americans with Disabilities Act (ADA) of 1990 and will accommodate reasonable and properly documented requests for special accommodations that do not fundamentally alter the nature of its examinations or jeopardize examination security. Requests for such accommodations are due by the application deadline. ABORM will review your request and professional recommendations to determine whether the accommodation is reasonable and appropriate to the testing environment or whether it would fundamentally alter the nature of the examination. Complete information and procedures for requesting ADA accommodations are available on the ABORM website, [www.aborm.org](http://www.aborm.org).

## **ELIGIBILITY REQUIREMENTS FOR ABORM CERTIFICATION**

### **ACCREDITED EDUCATION**

Graduation must have been obtained from a formal OM Educational Program that has met the standards of the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM).

### **CERTIFICATION PROGRAMS**

#### **ORIENTAL REPRODUCTIVE MEDICINE CERTIFICATION**

The ABORM has established *one route of eligibility* for certification in Oriental reproductive medicine: Individuals may qualify to take the ABORM examinations by meeting *all* of the requirements specified under the following route. This outlined eligibility, as well as the documents that must be submitted at the time of application, are outlined below.

If you are applying to sit for the examination, you must be certified by an accredited acupuncture licensure board for no less than 2 years. In order to complete the process for certification in Oriental reproductive medicine, the following documentation is required. **Proof of License submitted with application must include Date of Issue on the license. Because the NCCAOM Diplomate is the primary means of acquiring licensure in every state, except California, ABORM applicants must include a copy of either their NCCAOM Diploma with the date of issue, or their California license with the date of issue.**

**NOTE:** *Applicants must meet ABORM's requirements in effect at the time their application is submitted. For the most current information on ABORM requirements refer to the ABORM website, [www.aborm.org](http://www.aborm.org). Click "exam info."*

## FEES

*FEES Due when application is submitted. All application/examination fees are non-refundable.*

ABORM HANBOOK AND APPLICATION FEE	<b>\$115.00</b>
ABORM EXAMINATION FEE	<b>\$650.00</b>
RETURNED CHECK FEE	<b>\$25.00</b>
DUPLICATE CERTIFICATE	<b>\$25.00</b>
COPY OF YOUR OFFICIAL FILE	<b>\$50.00</b>
BIANNUAL RECERTIFICATION FEE	<b>\$200.00</b>

Note: The above information reflects fees in effect at the time this handbook was printed. Please check ABORM'S website ([www.aborm.org](http://www.aborm.org)) for up-to-date fee information.

**All fees are payable in United States (\$) dollars.**

## REFUNDS

Refunds will not be issued under the following circumstances:

- ◆ Absence from an examination administration for which you were registered.
- ◆ Your involvement in cheating or fraud at any point in the application/certification process.
- ◆ Registering for an examination administration and withdrawing your application after the Examination Registration Deadline.
- ◆ No refunds of any kind will be issued once an application has expired.

## FRAUD, CHEATING, AND FORFEITURE OF CERTIFICATION FEES

In the event of a fraudulent application, submission of fraudulent documents, introduction of fraud at any point in the application process, or cheating on any ABORM examination, ABORM reserves the right to confiscate all fees to offset any administrative or legal costs associated with the investigation and/or adjudication of the case.

## EXAMINATION ADMINISTRATION

The ABORM examinations are administered one time each year at one designated test site in North America. When your application has been reviewed and you are approved to sit for the examination, you will receive an approval letter from ABORM. The approval letter will contain all the information needed to schedule, reschedule, or cancel your examination appointment. Examination registration will take place through correspondence via U.S. Postal Service.

## **EXAMINATION DAY**

### **WHAT TO EXPECT AT THE EXAMINATION CENTER**

When you arrive at the examination center you must present your *Authorization to Test Letter*, a driver's license with photo and signature or state identification card with photo and signature and a second personal ID containing your signature. Your name on the drivers license/state ID and secondary ID must match your name on the *Authorization to Test Letter*. Your identification must be valid (not expired) or it will not be accepted. If you appear without a driver's license with photo or state ID with photo **or** the names do not match, you will not be permitted to take the examination and you will be required to reapply with a full fee for another examination period. Do not bring reference books, notes or other study materials to the test center. No items are permitted in the testing room.

### **REPORT TIME AND START TIME**

The time printed on your Admissions Letter is when you are required to report to the test site. Allow yourself sufficient time to find the test site and plan to arrive 30 minutes prior to your scheduled time. The ABORM does not have information on lodging, parking or phone numbers for the test sites. You are advised to gather this information before the test day to avoid unnecessary delays.

### **WEATHER**

In the event of inclement weather, unforeseen emergencies, or "Acts of God," ABORM will determine whether circumstances warrant the cancellation of an examination administration at a particular site. The examination will not be rescheduled if the supervisor is able to open the test location or if an alternate test location can be arranged. You may contact ABORM one day prior to the examination to determine if your test site is closed. Should an examination be cancelled, candidates scheduled for that site will receive notification regarding a rescheduled examination date. You will not incur any additional examination fees if your test is cancelled by ABORM. The ABORM is not responsible for any personal expenses (e.g., travel, food, and accommodations) incurred for an examination administration that is cancelled due to an unforeseen emergency.

### **PROCTORS**

Proctors cannot answer questions about examination content, but they can help you understand examination directions and procedures.

### **TRANSLATORS**

Translators are not available at any test site.

### **CHILDCARE**

ABORM does not provide childcare while a parent/caregiver takes an examination.

### **PERSONAL PROPERTY**

Measuring devices, computers, calculators, cameras, dictionaries (electronic or paper), beepers, cell phones, notes, scrap or notepaper, and other such materials or devices, or any personal items, e.g. purses, pillows, etc, are not allowed into the examination. Individuals possessing any such materials or devices will be ejected from the examination, will forfeit all application and examination fees, will be barred from applying for ABORM certification for up to five years, and

will be considered a new applicant if they choose to reapply. It is the candidate's responsibility to surrender these items voluntarily prior to testing.

### **CLOTHING**

Candidates are advised to wear clothing that will be comfortable for various temperature conditions at the test center.

### **LATENESS ON THE DAY OF THE EXAMINATION**

You must arrive by the report time on your admission letter or you will not be admitted to the test site. After your appointed time has passed, staff will exclude you from taking the examination and you will forfeit your testing opportunity until the next exam administration, at which time you must resubmit all fees and forms.

### **RESCHEDULING OR CANCELLING YOUR EXAMINATION**

A request to reschedule or cancel your appointment must be made at least two weeks in advance of your scheduled exam appointment. If you do not cancel two weeks prior and do not appear for an ABORM examination for which you have registered, you will forfeit the fees paid for the examination. You will also be required to resubmit your entire *Exam Registration Form and fees* to ABORM for any future examination application.

### **EXAMINATION CONTENT**

If you believe there is an error in a particular question or have comments about other specific aspects of examination content, submit your concern in writing to ABORM. Include your name, address, test date and location, examination and a description of the specific examination item in question. You may also notify the proctor about the area of concern. Please submit all comments in writing to the ABORM.

### **HOW EXAMINATION COMPLAINTS ARE RESOLVED**

The ABORM will evaluate all complaints and a written response will be issued within 45 days.

### **CONFIDENTIALITY AND EXAMINATION SECURITY**

Prior to starting the exam, you will be asked to read and accept the terms of the non-disclosure agreement (see below) which will be presented to you. To prepare you for exam day, the NDA reads as follows:

### **NON-DISCLOSURE AGREEMENT AND GENERAL TERMS OF USE FOR ABORM EXAMS:**

**"I have read and understand the Examination Instructions. I have agreed to abide by the ABORM Code of Ethics and acknowledge that if I am caught cheating on this examination, including the sharing of information after the examination is complete, I will be subject to review by the Professional Ethics and Disciplinary Committee of ABORM. If I am found to have violated the Code of Ethics, I understand that my scores will be cancelled and I may not have the opportunity to test again. Additionally, I understand that this exam is confidential and is protected by trade secret law. It is made available solely for the purpose of becoming certified by the ABORM. I am expressly prohibited from disclosing, publishing, reproducing, or transmitting this exam, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose. As an affirmation**

**to the Statement of Acknowledgement I signed when submitting my application, I acknowledge that I am prohibited from transmitting information about ABORM examination questions or content in any form to any person or entity. I also acknowledge that if I suspect a violation on the part of others, it is my responsibility to report these actions to the ABORM.”**

### **Examination Confidentiality Policy**

ABORM is committed to the integrity and security of its examination process. Applicants, have a duty to maintain strict confidentiality with respect to the content of the examinations and to comply with all examination security policies and procedures. Any breach of confidentiality that may compromise the security of exam content (including giving information about the examination to another person or receiving information about the examination from another person before, during, or after the examination) will be grounds for disciplinary action, including but not limited to denial or revocation of certification, by ABORM. Likewise, any act, either intentional or unintentional, that violates exam rules will be grounds for disciplinary action by ABORM. Proctors are responsible for reporting to ABORM any candidates who (1) may have caused a disruption or interruption during the exam period, or (2) violated procedural rules during the exam, or (3) appeared to engage in a method of cheating or seeking unfair advantage either before or during the exam. ABORM will review these reports and apply appropriate disciplinary sanctions. Strict adherence to ABORM examination policies and procedures is enforced without exception. Violations of examination policies include but are not limited to the following actions:

1. Talking with anyone, except the proctors, inside or outside the examination room during the examination period.
2. Giving information about the examination to another person before, during or after the examination. This includes memorizing sections of the examination for use by others.
3. Phone calls or communication by electronic or other means with anyone or any thing inside or outside of the examination room during the examination period.
4. Copying or attempting to copy another candidate's exam. Glancing over or leaning toward another person's examination is considered an attempt to copy.
5. Passing or attempting to pass information of any type to another candidate during or after the examination administration.
6. Possessing any extraneous items during the examination period, including but not limited to: books, paper (including scrap paper), notes, note cards, post-it notes, measuring devices (including rulers and calculators), dictionaries (electronic or printed), beepers, cell phones, cameras, and other electronic devices.
7. Writing on any part of your body or your clothes before or during the examination period.
8. Communicating with anyone other than a proctor in the case of a site irregularity in which you must exit the examination room (e.g., fire drill, power outage, medical emergency, etc.), except communications as required because of the emergency. This includes communicating with other candidates while waiting to re-enter the test site, looking at notes or books, and/or re-entering the test site without the expressed permission of the proctors.
9. Accessing notes, cell phones, calculators, beepers, other electronic devices or individuals from any location either inside or outside the examination room including bathrooms, cars, snack areas, etc.
10. Writing on the desk or other furniture in the examination room before or during the examination.
11. Allowing visitors into unauthorized areas of the exam site.

12. Impersonating, or attempting to impersonate another candidate, or allowing another person to take the examination on your behalf.

13. Failure to report any exam irregularities, cheating, or other inappropriate behavior. You must report cheating of any kind of which you are aware that has taken place before, during or after the examination. It is your responsibility to report to ABORM any site irregularities or testing violations before, during or after the examination takes place.

### **EXAM IRREGULARITIES**

Your participation in any irregularity occurring during or in connection with this examination, such as giving or obtaining unauthorized information or aid, as evidenced by observation, subsequent statistical analysis, or otherwise, or any other examination irregularity, including but not limited to the failure to report any information about any irregularity or any suspected cheating, may be sufficient cause for ABORM, at its sole discretion, to terminate your participation, invalidate the results of your examination, seek monetary compensation, deny your application for certification, or take other appropriate action at any time, including but not limited to disciplinary action such as suspension or revocation of certification.

### **TAKING THE TEST**

At the beginning of the examination administration, you must verify that your identification information (name and social security number) and examination category are correct as shown on the exam. Next, you will be given five (5) minutes to agree to the Non-Disclosure and Confidentiality Agreement. The examinations in all categories consist of multiple choice questions. You answer each question by filling in the appropriate circle/box that corresponds to your chosen answer.

### **EXAMINATION RESULTS**

#### **REPORTING EXAMINATION RESULTS**

The ABORM exams are designed to test competence, not to measure excellence. For this reason, examination results are reported as PASS (with no score) or FAIL (with no score) to indicate whether or not a candidate has demonstrated the knowledge required to meet standards of competence as defined by the profession. Each candidate must rely on the official notification(s) (via United States mail) as to whether she or he has passed the examination

#### **APPEALING EXAMINATION DECISIONS**

Candidates may appeal the Pass/Fail decision by sending a letter describing the justification for the appeal. The ABORM must receive the appeal within 30 days of the candidate's receipt of ABORMS's initial decision. The ABORM Board of Directors will review the appeal request at its next regularly scheduled meeting. The candidate will be notified of the Board's decision within 30 days after the Board meeting at which the appeal was considered.

## RETAKING AN EXAMINATION

### AUTHORIZATION TO TEST LETTER

Applicants who need to retake an examination will receive an *Authorization to Test Letter*.

### ACHIEVING CERTIFICATION

Even though you may receive passing scores on the ABORM exam, to be certified you must receive official notification from the ABORM that you are now certified. You are not certified, and you may not represent or advertise that you are certified, unless and until you receive official notification from ABORM that you are certified with the date of certification and your certification number. **Candidates are required to meet all certification standards in place on the date your application is approved. Thus, in order to become certified, you will be required to meet any new certification requirements (i.e. pass new examination modules, etc.) that may have been added since your application was received.**

If you have not met all certification requirements, even though you have passed the examinations, ABORM will send you an *Items Required Letter* within eight weeks after examination scores are reported. This letter lists the documentation that is still needed. When certification is awarded, you will receive a congratulatory letter. This letter will contain your official certification date and certification number. You are officially certified as of the date shown in the letter and may rely on that information for any appropriate purpose. You do not need to have received your certificate in order to prove your accreditation status, but you must have received the letter before you can advertise or otherwise claim ABORM certification. You can expect to receive your ABORM certificate, suitable for framing, within 6 weeks from the date you are certified. Please note: it is critical that ABORM has your current and accurate address. If ABORM sends your certificate to an old address because you did not update the information, you may be charged \$25 for a replacement certificate.

### ABORM CERTIFICATION

The ABORM is a non-profit certification organization. It awards certification in Oriental reproductive medicine. It does not award licenses to practice acupuncture or other forms of Oriental medicine. In the United States, licensure laws vary among the 50 states, the District of Columbia, and United States territories and possessions. It is very important to use the correct terminology when referring to your ABORM certification-Fellow American Board of Oriental Reproductive Medicine (FABORM) or any license to practice issued to you by a United States jurisdiction. Certification, a form of self-regulation, is a voluntary program by a private nonprofit organization to evaluate practitioners in a particular profession or business. Certification is granted for the duration of your current licensure, but must be maintained with appropriate CEUs. Licensure is the process whereby a governmental unit (state or local) grants an individual permission to pursue an occupation or carry out a business subject to regulation under the government's "police power." Those who practice without a license, or whose conduct violates a state's licensing law, risk punishment ranging from criminal prosecution to license suspension or revocation, as well as possible monetary fines. Penalties for violating licensure laws vary from state to state.

## **RECERTIFICATION**

ABORM certification is valid for the lifetime of your valid acupuncture licensure. The ABORM is committed to promoting life-long continual improvement for those who have earned accreditation status. Accredited members are required to maintain their status by participating in earning a minimum of 20 Continuing Education Units (CEUs) in Oriental reproductive medicine during each two-year period immediately following their certification. CEU documentation is required. **The certification maintenance requirements mandate a minimum of 20 hours in ABORM-approved Continuing Education Courses in Oriental reproductive medicine and a recertification fee of \$200.00.** Credentialed members are ultimately responsible for ensuring the timely submission of their Certification updates. In order to receive important communications, including newsletters and policy updates, it is imperative that ABORM be kept informed of your current address information. You are encouraged to frequently visit the ABORM website ([www.aborm.org](http://www.aborm.org)) to remain informed of policy changes and to provide feedback on proposed policies that may affect you professionally. The website is a valuable resource for keeping abreast of news and activities in the profession.

## **GRACE PERIOD**

There is a 90-day grace period after your current certification documentation and recertification fees are due. Your certification will be considered Lapsed, beginning on the 91st day after your required due date if you have not submitted both the required CEUs and recertification fee.

## **RECERTIFICATION GLOSSARY**

### **Lapsed Status**

If ABORM does not receive a submission of 20 CEUs in Oriental reproductive medicine or your biannual recertification fee within 90 days of the required date, your ABORM certification will be considered lapsed.

## **CODE OF ETHICS**

All practitioners certified by the American Board of Oriental Reproductive Medicine must be committed to responsible and ethical practice, to the growth of the profession's role in the broad spectrum of health care, and to their own professional growth. All Certified members, agree to be bound by the ABORM Code of Ethics.

### **A. Commitment to the Patient**

1. Respect the rights and dignity of each person I treat.
2. Accept and treat those seeking my services in a nondiscriminatory manner.
3. Keep the patient informed by explaining treatments and outcomes.
4. Protect the confidentiality of information acquired in the course of patient care.
5. Maintain professional boundaries in relationships with patients and avoid any relationships that may exploit practitioner/patient trust.
6. Keep accurate records of each patient's history and treatment.
7. Treat only within my lawful scope of practice.
8. Render the highest quality of care and make timely referrals to other health care professionals as may be appropriate.
9. Avoid treating patients if I am unable to safely and effectively treat due to substance abuse, physical or psychological impairment.
10. Bill patients and third party payers accurately and fairly.

11. Not engage in sexual contact with a current patient if the contact commences after the practitioner/patient relationship is established.

12. Not engage in sexual contact with a former patient unless a reasonable period of time has elapsed since the professional relationship ended and the sexual contact does not exploit the trust established during the professional relationship.

### **B. Commitment to the Profession**

1. Continue to work to promote the highest standards of the profession.
2. Provide accurate, truthful, and non-misleading information in connection with any application for licensure, certification, ABORM disciplinary investigation or proceeding or recertification.
3. Report any changes to the information on my application regarding professional ethics and my on-going fitness to practice, including but not limited to reporting to the ABORM any disciplinary action taken by a school or regulating agency against me, and any criminal charges or civil actions that may be relevant to my health care practice or fitness to practice.
4. Comply with ABORM Examination Policies.
5. Report to ABORM or appropriate licensing authorities information about any violations by me or by my peers of the Code of Ethics or Grounds for Professional Discipline.

### **C. Commitment to the Public**

1. Provide accurate information regarding my education, training and experience, professional affiliations, and certification status.
2. Refrain from any representation that ABORM certification implies licensure or a right to practice unless so designated by the laws in the jurisdiction in which I practice.
3. Use only the appropriate professional designations for my credentials (FABORM).
4. Advertise only accurate, truthful, non-misleading information and refrain from making public statements on the efficacy of Oriental reproductive medicine that are not supported by the generally accepted experience of the profession.
5. Respect the integrity of other forms of health care and other medical traditions and seek to develop collaborative relationships to achieve the highest quality of care for individual patients.
6. Comply with all public health and public safety reporting duties imposed on licensed health care professionals.

### **GROUND FOR PROFESSIONAL DISCIPLINE**

The ABORM reserves the right to take disciplinary action against certified practitioners, which may include but is not limited to the assignment of remedial education, formal criticism or censure, probation, suspension, and/or revocation of certification. The ABORM certificate technically remains the property of ABORM, and must be returned if certification is suspended or revoked.

### **A. Unethical Behavior**

1. Making false, misleading, or deceptive statements or providing false, misleading, or deceptive information in connection with an application for ABORM certification, ABORM disciplinary investigation or proceeding, licensure or other professional designation.
2. Violating ABORM Code of Ethics, Examination Policies, or other regulations or procedures.
3. Misrepresenting professional credentials (i.e. education, training, experience, level of competence, skills, and/or certification status).
4. Advertising false, misleading or deceptive information.
5. Exceeding the scope of practice as defined by law or certification.

6. Obtaining or attempting to obtain compensation or reimbursement by fraud or deceit.
7. Engaging in negligent billing or record keeping.
8. Performing services without obtaining informed consent.
9. Failing to maintain patient/practitioner confidentiality.
10. Failing to maintain professional boundaries in relationships with patients, or in any way exploiting the practitioner/patient trust.
11. Engaging in sexual contact with a current patient if the contact commences after the practitioner/patient relationship is established.
12. Engaging in sexual contact with a former patient unless a reasonable period of time has elapsed since the professional relationship ended and unless the sexual contact does not exploit the trust established during the professional relationship.
13. Violating prevailing standards of the certified profession relating to safe, ethical, and/or competent practice.

#### **B. Legal and Disciplinary Matters**

1. Failing to notify the ABORM within thirty days of any changes to information submitted in an application pertaining to professional ethics or fitness to practice, including but not limited to any disciplinary actions taken by a school or regulating agency, or any criminal charges, or civil actions that may be relevant to a health care profession or fitness to practice.
2. Being convicted of a felony.
3. Being convicted of any violation of a federal, state or local statute, regulation, or ordinance that relates to the practice of any health care profession or fitness to practice.
4. Being the subject of final disciplinary action that relates to the practice of any health care profession or my fitness to practice.
5. Having a license to practice subject to reprimand, limitation, suspension or revocation in any state or jurisdiction.

#### **C. Incompetence**

Engaging in conduct that evinces a lack of knowledge of, or lack of ability in, or failure to apply the prevailing principles and/or skills of the profession for which the individual has been certified.

#### **D. Impairment**

Being unable to safely and effectively engage in the certified practice due to substance abuse, physical or psychological impairment.

# **APPLICATION**

## **ABORM COMPETENCIES**

### **ABORM Competency Categories**

#### **Western Reproductive Medicine**

1. Western Reproductive Anatomy and Physiology: Female
2. Western Reproductive Anatomy and Physiology: Males
3. Western Reproductive Pathology and Differential Diagnosis for Infertility
4. Diagnostic Methods: Imaging/Labs/Surgery/Indications
5. ART: Indications/Procedures/Terminology/Medications
6. Reproductive Immunology and Disorders
7. Early Pregnancy/Miscarriage/Recurrent Pregnancy Loss/Gestational Disorders
8. Ethical Guidelines: When to treat, when to refer, when to let go

#### **TCM Reproductive Medicine**

1. TCM Reproductive Anatomy and Physiology: Females
2. TCM Reproductive Anatomy and Physiology: Males
3. TCM Reproductive Pathology/Causes of Infertility
4. TCM Diagnosis and Disease Patterns related to Infertility
5. TCM Treatment of Infertility Disease Patterns: Acupuncture
6. TCM Treatment of Infertility Disease Patterns: Chinese Herbal Medicine
7. TCM & ART: When to use Herbs and When to use Acupuncture
8. TCM treatment in Early Pregnancy

#### **Research Methodology, Concepts, Terminology/Glossary, and Studies**

1. Glossary of Research Terminology as found in the ABORM Reference Text, Acupuncture Research: Strategies for Establishing an Evidence Base by MacPherson et al. Churchill Livingstone Press.
2. Standards for Reporting Interventions in Controlled Trials of Acupuncture (STRICTA) Guidelines as found in the ABORM Study Guide.
3. Concepts related to Research in general and Acupuncture/OM Research Specifically as found in Chapters 1-13 of the ABORM Reference Text, Acupuncture Research: Strategies for Establishing an Evidence Base by MacPherson et al. Churchill Livingstone Press.

4. Examinees should also familiarize themselves with the details of the list of Acupuncture Study Abstracts related to Reproductive Medicine and Infertility that accompanies the ABORM Study Guide.

When reviewing and memorizing these studies, particular attention should be paid the Principle Investigator's (Lead Author) name; the type of study (i.e. randomized, prospective, controlled, blinded, or meta-analysis, or systematic review); how many patients were enrolled, and how many in each group; what the intervention was (i.e. herbs or acupuncture, which herbs or points, e-stim or not, etc.); what the control was (sham or placebo acupuncture, placebo herb pill, non-intervention group); what the outcome measure was (positive pregnancy test, clinical pregnancy/fetal cardiac activity, ongoing pregnancy, live birth, or improvements in semen parameters or uterine blood flow, etc.); did the study conform to the STRICT guidelines; and what the author's conclusion was.

### **ABORM REFERENCE TEXTS**

- Clinical Gynecologic Endocrinology and Infertility (7th Edition): Speroff & Fritz. Lippencott Williams & Wilkins Press.
- Reproductive Endocrinology & Infertility, (Handbook for Clinicians): Levovic, Gordon & Taylor. Scrubb/Hill Press.
- Obstetrics and Gynecology in Chinese Medicine: Maciocia. Churchill Livingstone Press.
- The Infertility Cure: Lewis. Little Brown Press.
- Treatment of Infertility with Chinese Medicine: Lyttleton. Churchill Livingstone Press.
- Obstetrics and Gynecology in Chinese Medicine: Yu Jin. Eastland Press.
- Acupuncture & IVF: Lifang Liang. Blue Poppy Press.
- Principles of Chinese Medical Andrology: An Integrated Approach to Male Reproductive and Urological Health. Bob Damone. Blue Poppy Press
- Chinese Medical Herbology & Pharmacology: Chen & Chen. Art of Med. Press
- Chinese Herbal Formulas and Applications: Chen & Chen. Art of Medicine Press.
- Chinese Herbal Medicine - Formulas & Strategies (2nd Edition): Bensky & Barolet. Eastland Press.
- Chinese Herbal Medicine - Materia Medica (2nd Edition): Bensky & Gamble. Eastland Press..
- Chinese Acupuncture and Moxibustion (CAM): Chen Xinong. Foreign Languages Press.
- Acupuncture Research: Strategies for Establishing an Evidence Base. Hugh MacPherson et al. Churchill Livingstone Press.
- Lab Values Reference Ranges:  
<http://fertilityplus.org/faq/hormonelevels.html>

## **INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM**

### **1. Personal Information**

Type or print your last name (family/surname), first name, and middle name. *Note: The two forms of identification you present at the test site must bear the same name that appears on your application.*

Indicate your gender.

Type or print your Social Security number or Alien Registration number.

Type or print your date of birth (MM/DD/YY).

### **2. Official Mailing Address/Contact Information**

Type or print your mailing address. You may use your home or business address. ABORM uses the official mailing address or all correspondence.

### **3. Business Contact Information**

Type or print your business contact information. Enter this information if your business address differs from your official mailing address.

### **4. Special Requests**

Indicate, by checking one box, which address you would like to have listed in the ABORM *Directory of Members*. This listing is made available to the general public on ABORM's website at [www.aborm.org](http://www.aborm.org). If you do not wish to be listed, please check the DO NOT LIST box.

Indicate if special accommodations are needed. If you answer YES, include the ADA accommodations form found on our website, [www.aborm.org](http://www.aborm.org).

### **6. Identification**

Staple a recent passport-sized photo to your application in the space provided.

### **7. Route of Eligibility**

Indicate the route of eligibility under which you are applying.

### **8. Formal Education**

Type or print your school name and location and enrollment and graduation dates.

### **9. Professional Ethics and Fitness to Practice**

Review the information and answer each of the questions in this section.

### **10. Occupational/Professional Licenses**

Indicate all healthcare licenses you currently hold.

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**11. Fees**

Application and Examination Fee(s) are due when you submit this application.

Please send payment to ABORM, 910 Hampshire Road, Suite A, Westlake Village, CA 91361  
USA

**12. Statement of Acknowledgement**

Review the Statement of Acknowledgement. Sign and date the application in the presence of a notary. **Be sure to attach a self-addressed, stamped envelope to the Acknowledgement Form with your Application.**

SEPARATE AND MAIL THE FOLLOWING:

- APPLICATION FORM
- APPLICATION AND EXAMINATION FEES
- ACKNOWLEDGEMENT FORM

(PLEASE NOTE THE APPLICATION REQUIRES NOTORIZATION)

**American Board of Oriental Reproductive Medicine (ABORM)  
Application for Certification in Oriental Reproductive Medicine:**

**STAPLE A RECENT PASSPORT-SIZED PHOTO HERE:**

**1. PERSONAL INFORMATION**

NAME

\_\_\_\_\_  
*LAST (Family name or surname)*

\_\_\_\_\_  
*FIRST MIDDLE*

*Other Names Used:*

\_\_\_\_\_  
GENDER:

FEMALE  MALE

SOCIAL SECURITY # OR ALIEN REGISTRATION#: \_\_\_\_\_

DATE OF BIRTH

(MM/DD/YYYY): \_\_\_\_\_

**2. OFFICIAL MAILING ADDRESS/CONTACT INFORMATION** *(All correspondence will be sent to this address)*

STREET APT. /SUITE #: \_\_\_\_\_

CITY STATE ZIP/POSTAL CODE COUNTRY: \_\_\_\_\_

HOME TELEPHONE//MOBILE: \_\_\_\_\_ / \_\_\_\_\_

EMAIL: \_\_\_\_\_

**3. BUSINESS CONTACT INFORMATION** *(Complete only if different from official address)*

BUSINESS NAME: \_\_\_\_\_

STREET/SUITE #: \_\_\_\_\_

CITY STATE ZIP/POSTAL CODE COUNTRY: \_\_\_\_\_

BUSINESS TELEPHONE/ BUSINESS FAX/ WEBSITE:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

#### **4. SPECIAL REQUESTS AND ACCOMMODATIONS WEBSITE DIRECTORY LISTING**

- BUSINESS  
 DO NOT LIST

#### **AMERICANS WITH DISABILITIES ACT**

Do you have a documented and professionally diagnosed disability requiring special accommodations at the test site?

- YES  NO

*If you answer "yes" please download ADA documentation request from [www.aborm.org](http://www.aborm.org)*

#### **5. IDENTIFICATION**

You must bring two forms of identification (ID) to the test site. One form must be a current government-issued photo ID (e.g., driver's license, passport, military ID card, or state-issued personal ID card). The other form of ID must bear your signature (e.g., Social Security card, credit card, student/employment/membership ID). The required photo ID may be verified against the photo submitted on your application. In addition, the name on the ID presented at the test site must match exactly the name on the application submitted for certification. You will not be admitted to the examination without proper identification.

#### **6. ROUTE OF ELIGIBILITY** *(Check if applicable)*

- STATE LICENSE HOLDER FOR A MINIMUM OF 2 YEARS  
(Proof of License submitted with application **must include date of issue** on the license, and **date of issue** on the NCCAOM Diploma or other NCCAOM Documentation).

#### **7. FORMAL EDUCATION**

SCHOOL NAME &  
LOCATION: \_\_\_\_\_

DATE OF  
GRADUATION: \_\_\_\_\_

## 8. PROFESSIONAL ETHICS AND FITNESS TO PRACTICE

**I. LEGAL STATUS:** *You must furnish additional information with this application if you answer “yes” to any of the following questions. This documentation must include your explanation of the charges or claims made against you, all legal documents related to the charges or claims and an account of how the charges or claims were resolved. If a case is still pending, please indicate that fact in your response. All information provided will be reviewed in accordance with ABORM policies.*

1. Have you ever been a defendant in litigation related to the practice of a health-related profession?

YES  NO

2. Has a judgment ever been entered against you or have you been a party to a settlement in any legal proceeding relevant to the practice of a health-related profession?

YES  NO

3. Have you ever been convicted of a felony?

YES  NO

4. Have you ever been convicted of any other crime relevant to the practice of a health-related profession or to your fitness to practice?

YES  NO

5. Have you ever had any disciplinary or administrative action or order taken against you by any licensing board or health-related professional association or school?

YES  NO

6. Have you ever been denied or voluntarily surrendered a license to practice in any health-related profession?

YES  NO

**II. HEALTH STATUS:** *If you answer “yes” to any of the following questions, you must furnish with your application information about any impairment from a healthcare professional who has treated you if you. This documentation must include a personal statement of the history and -21---*

*current status of any physical or psychological impairment or impairment due to substance abuse and an attestation that you are no longer impaired (or that you are currently under treatment for the impairment) and that the impairment, or treatment does not interfere with your ability to practice.*

7. Has your physical or psychological health status interfered with your ability to practice a health-related profession or otherwise interrupted your professional or academic activities for more than three months?

YES  NO

8. Have you ever been, or are you currently impaired because of any substance abuse, including alcohol?

YES  NO

***You are required to notify the ABORM within thirty days of any changes to the information you have supplied in this section on Professional ethics and Fitness to Practice.***

**13. OCCUPATIONAL/PROFESSIONAL LICENSES** (*List state/county of issue, license no., and expiration date*)

<b>PROFESSIONAL LICENSE</b>	<b>STATE/COUNTRY OF ISSUE</b>	<b>LICENSE NUMBER</b>	<b>EXPIRATION DATE</b>
ACUPUNCTURE			
CHIROPRACTIC			
NURSING			
MEDICINE (MD/DO)			
MASSAGE THERAPY			
NATUROPATHY			
PHYSICAL THERAPY			
OTHER			

**14. FEES**

<b>APPLICATION/HANDBOOK FEE (non-refundable)</b>	<b>\$115</b>
<b>EXAMINATION FEE</b>	<b>\$650</b>
<b>TOTAL PAYMENT ENCLOSED</b>	
<b>PAYMENT TYPE: visa, MasterCard, check or money order (check/money orders made payable to ABORM. All fees payable in U.S. dollars)</b>	
<b>CREDIT CARD NUMBER</b>	
<b>CREDIT CARD EXPIRATION DATE</b>	
<b>NAME ON CREDIT CARD</b>	
<b>CARDHOLDER SIGNATURE</b>	

**15. STATEMENT OF ACKNOWLEDGEMENT** *(Your signature must be notarized)*

I hereby certify that the information I provided on this application and in any supporting documents is accurate, true, and correct to the best of my knowledge and belief. I acknowledge and agree to abide by and with the policies, procedures, and Code of Ethics promulgated and/or modified from time to time by ABORM, including all policies regarding examination irregularities, cheating, and cancellation of scores. I agree to inform and release to ABORM and its designated agents all pertinent information about my qualifications or about other matters that may arise in connection with my application and /or my subsequent certification or recertification by ABORM. I acknowledge and agree that I am prohibited from transmitting information about ABORM examination questions or content in any form to any person or entity and that my failure to comply with this prohibition, or my failure to report any information about suspected violations of such prohibitions or otherwise about any possible cheating by myself or others, may result in my scores being cancelled or my certification being revoked in accordance with ABORM policies and procedures and/or legal action, up to and including criminal prosecution. I acknowledge that application fees are non-refundable.

APPLICANT'S NOTARIZED SIGNATURE:

DATE:

SIGNATURE & SEAL of NOTARY PUBLIC:

**Send this application, supporting documents, applicable fees, and the Acknowledgement Form to:**

**ABORM: 910 Hampshire Road, Suite A, Westlake Village, CA, 91361**

**NOTE: You must send this application and supporting documentation via one of the following methods to allow for signature and tracking: Certified or Registered Mail, Fed-Ex, or UPS.**